



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

June 2, 2016

Dear Candidate,

Thank you for your interest in the **Laborer – Facilities Division** position the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office. Applications will be accepted until the position is filled; however, those received by **Wednesday, June 15, 2016 at Noon will receive 1st consideration.**

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please do not include any information pertaining to age, race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history.

All applications received by the first consideration deadline will be reviewed and the most highly qualified candidates will be invited to one or more interviews; applications received after that date may be considered at the Town's discretion. You can expect to be notified as soon as a decision has been made regarding your standing in the process.

Again, we appreciate your interest in employment with the Town of Concord.

Sincerely,

Amy Foley
Human Resources Director

Enclosures (2)



*The Town of Concord
is currently accepting applications for the temporary position of:*

LABORER
FACILITIES DIVISION

\$12.00 - \$17.00 per hour, depending on qualifications

At least 20 hours/week with possibility of more based on candidate availability

**Application Deadline: June 15, 2016 @ Noon,
but applications will be accepted until the position is filled.**

APPLICATION PROCESS

All applicants are required to complete the attached Town application form. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications must be received in the Town Human Resources Office by **Wednesday, June 15, 2016 at Noon** to ensure consideration. Any application received after June 15th may be considered if the position has not been filled. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

The most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidates may be contingent upon completion of pre-placement conditions including a physical exam, drug-screening, and criminal and motor vehicle record checks. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:

Concord Human Resources Department
Town House, P.O. Box 535, Concord, MA 01742
978-318-3025
www.concordma.gov/hr

Laborer

Department: Facilities Division
Reports To: Facilities Maintenance Supervisor

Salary Grade: MISC
FLSA Status: Non-Exempt

ABOUT THE POSITION

Under general direction of the Facilities Maintenance Supervisor, performs labor-intensive tasks to assist with the maintenance, repair, and improvement of various Town facilities.

EXAMPLES OF DUTIES

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- Performs construction duties, including operating hand tools and other equipment, in accordance with applicable safety regulations.
- Performs routine repairs and maintenance to equipment and ensures its safe operating condition.
- Paints building interiors and exteriors.
- Moves furniture and equipment and sets up chairs, tables, etc., for special indoor and outdoor functions.
- Operates grounds maintenance equipment to mow and maintain lawns, pick up debris, rake and remove leaves, and cut, prune, remove and plant shrubbery and trees.
- May repair playground equipment and perform routine repairs and maintenance tasks to ensure its safe operation.
- Wears personal protection gear.
- Complies with all applicable safety regulations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- 16 years of age or older.

PREFERRED QUALIFICATIONS

- Knowledge of construction methods, materials and equipment.

WORKING CONDITIONS & PHYSICAL DEMANDS

- Frequent and extended periods of outside work, subject to all weather conditions and extremes.
- Continuous walking, standing, climbing; frequent periods requiring sustained uncomfortable physical positions.
- Regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
- Exposure to loud noise levels and high vibrations from equipment.
- Exercises caution when operating equipment or handling toxic chemicals or other materials.
- Utilizes proper sanitary precautions when handling trash, garbage and other potential bio-hazards.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



TOWN OF CONCORD

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

OR Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip _____
Home # (_____) _____	Cell # (_____) _____		
Email Address	_____		

Position Applying for: **LABORER – Facilities Division**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): _____

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify _____

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

SPECIAL SKILLS (Below please list special skills applicable to this position)

____ Typing (WPM _____)
____ Word Processing /
Equipment/Programs

____ Shorthand (WPM _____)

____ 10 Key Calculator
____ Computers -
Equipment/Programs

Licenses: _____

Shop or Heavy Equipment:

Other: _____

EDUCATION HISTORY

Highest Level of Education: _____ Grade School _____ High School Diploma or equivalent
____ Vocational, Technical Diploma or Certificate
____ Associates Degree _____ Bachelors Degree _____ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

EMPLOYMENT RECORD

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed
From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) _____ - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.